

LOS ANGELES COUNTY
HIV PREVENTION PLANNING COMMITTEE
600 South Commonwealth Avenue 10th Floor – Los Angeles, CA 90005-4001

APPROVED

INTERNAL OPERATIONS SUBCOMMITTEE MEETING

SUMMARY

Tuesday, September 13, 2011

Members Present:

Ricky Rosales, Trevor Daniels, Michelle Enfield, Juli-Ann Carlos, Grissel Granados, Timothy Young, Heather Grant

Members Absent:

Anthony Gutierrez (E), AJ King, John Copeland

Others Present:

Elizabeth Escobedo, OAPP

I. Welcome and Introductions

Trevor Daniels called the meeting to order at 2:07 PM and a quorum was present. Trevor Daniels welcomed Heather Grant to the PPC Internal Operations Subcommittee.

II. Review and Approval of September 13, 2011 Meeting Agenda

The draft September 13, 2011 PPC Internal Operations Subcommittee Meeting agenda was reviewed. Ricky Rosales made a motion to modify the agenda by adding a bullet under the PPC Policies and Procedures agenda item to discuss the Joint Public Policy Committee. It was requested to delete the second Announcements agenda item and replace it with Adjournment and seconded the motion to modify the September 13, 2011 Internal Operations Subcommittee agenda. The motion was approved by consensus.

III. Review and Approval of August 9, 2011 Meeting Summary

The draft August 9, 2011 PPC Internal Operations Subcommittee Meeting summary was reviewed. Michelle Enfield seconded the motion to approve the August 9, 2011, Internal Operations Subcommittee meeting summary. The meeting summary was approved by consensus.

IV. Public Comment

None.

V. Discussion on Targeted Recruitment Proposal

- Job Announcement
- The Los Angeles County HIV Prevention Planning Committee Membership Announcement and Youth Oriented Membership Announcement were included in the meeting packet.

- Los Angeles County HIV Prevention Committee Membership Announcement
The second draft of the Los Angeles County HIV Prevention Planning Committee membership announcement was reviewed and comments were provided. Trevor Daniels agreed to make the changes to the document and to forward the document for review to the September 29th PPC Steering Subcommittee.
- Youth Oriented Membership Announcement
The Youth Oriented Membership Announcement was reviewed and comments were provided to modify the document. It was suggested to send the document to Program Coordinators targeting youth for their input. Additionally, it was recommended to review the updated document at the October 11th Internal Operations Subcommittee meeting.
- Active Recruitment

VI. Erase Doubt Website

- Discussion regarding PPC website
Trevor Daniels opened the floor to discuss the PPC website. It was stated the PPC web site offers very little information. A couple of members expressed the web site is not visually appealing. It was stated that there is a formatting error with the program. It was suggested to inform the OAPP Communications Director (True Beck) about the programming error.

The discussion included the following:

- Request to add a message board to post questions on the PPC web site (this may increase volume)
- Request a link under the PPC Internal Operations Subcommittee tab to post Internal Operations Subcommittee Meeting packets.

Effective October, 2011, members of the Internal Operations Subcommittee will retrieve their meeting packets from the “Meeting packet” link under the Internal Operations Subcommittee tab.

Place an agenda item on the October 11, 2011 Internal Activities Subcommittee agenda to provide additional suggestions/comments to improve the PPC web site.

VII. New Member Orientation

- Evaluation
Elizabeth Escobedo distributed and discussed the results of the PPC New Member Orientation Survey (developed by Pamela Ogata).

VIII. PPC Policies and Procedures

- Revisions
- Joint Public Policy Committee
 Ricky Rosales shared there seemed to be some confusion regarding the PPC’s decision to participate on the Joint Public Policy Committee. Mr. Rosales clarified the application process to participate as a voting member on the Joint Public Policy Committee.

IX. Membership and Attendance

- PPC Meeting Attendance Review
 Trevor Daniels agreed to follow up with Terry Smith regarding Michael Green’s attendance at meetings.
- Subcommittee Attendance Review
 The Subcommittee Attendance Report was reviewed and it appears there is a discrepancy on the report for Jill Rotenberg’s August External Activities Subcommittee attendance.
- New PPC Member Application
 Alexander Goncalvez’s application for PPC membership was reviewed. It was recommended to verify his references and check his attendance to PPC meetings. His application will be reviewed again at the October 11th Internal Operations Subcommittee meeting.
- PPC Member Resignation
 No PPC member resignations have been received.

X. Announcements

Michelle Enfield expressed her displeasure with the comments made by a community member regarding the Transgender community at the September 1, 2011 PPC meeting.

XI. Adjournment

Meeting adjourned at 3:45 PM.

MOTION SUMMARY		
Motion #1: Amend and approve the September 13, 2011 PPC Internal Operations Subcommittee Meeting Agenda.	<i>Passed by consensus</i>	MOTION PASSED
Motion #2: Approve the August 9, 2011 PPC Internal Operations Subcommittee Meeting Summary.	<i>Passed by consensus</i>	MOTION PASSED

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NOTE: All HIV Prevention Planning Committee (PPC) meeting summaries, tapes and documents are available for review and inspection at Office of AIDS Programs and Policy (OAPP).

Materials Distributed:

Draft Meeting Agenda for September 13, 2011 PPC Internal Operations Subcommittee Meeting
Draft Meeting Summary for August 9, 2011 PPC Internal Operations Subcommittee Meeting
2011 PPC Subcommittee Attendance Report
2011 PPC Member Attendance Report
September 1, 2011 PPC Demographics Table
Internal Operations Subcommittee Member Roster
September 2011 and October 2011 PPC/Commission Shared Calendar
Evaluation Findings from August 12th PPC New Member Orientation
Revised Draft of PPC Membership Announcement
Youth Oriented PPC Membership Announcement